

**THIRTY-EIGHTH JUDICIAL DISTRICT
PUBLIC DEFENDER OFFICE
Cameron, Louisiana**

**Basic Financial Statements
With Independent Accountants' Compilation Report
As of and For the Eighteen Months Ended
June 30, 2010**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

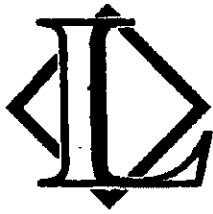
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THIRTY-EIGHTH JUDICIAL DISTRICT
PUBLIC DEFENDER OFFICE
Cameron, Louisiana

Basic Financial Statements
With Independent Accountants' Compilation Report
As of and For the Eighteen Months Ended
June 30, 2010

CONTENTS

	<u>Statement</u>	<u>Page No.</u>
Independent Accountants' Compilation Report		2
Basic Financial Statements		
Governmental Fund Type – General Fund		
Balance Sheet	A	4
Statement of Revenues, Expenditures, and Changes in Fund Balance Actual Versus Budget (GAAP) – General Fund	B	5
Notes to the Financial Statements		7



LITTLE & ASSOCIATES LLC
CERTIFIED PUBLIC ACCOUNTANTS

Wm. TODD LITTLE, CPA
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INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

THIRTY-EIGHTH JUDICIAL DISTRICT
PUBLIC DEFENDER OFFICE
Cameron, Louisiana

We have compiled the accompanying basic financial statements of the funds of the Thirty-Eighth Judicial District Public Defender Office as of and for the eighteen months ended June 30, 2010, as listed in the table of contents, in accordance with *Statements on Standards for Accounting and Review Services* issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying basic financial statements and, accordingly, do not express an opinion or any other form of assurance on them. However, we did become aware of a departure from generally accepted accounting principles that is described in the following paragraph.

As explained in Note 1 to the financial statements, management has not presented its financial statements in accordance with the financial reporting model required by the provisions of GASB No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* ("GASB No. 34"). GASB No. 34 requires that the basic financial statements be presented for all activities of the government on the full accrual basis and for each major fund and aggregate remaining funds. GASB No. 34 also requires that certain budgetary comparison information be presented, and that the financial statements be supplemented by Management's Discussion and Analysis. The basic financial statements do not present the activities of the government on the full accrual basis, and the financial statements are not supplemented by Management's Discussion and Analysis. Also, certain budgetary comparison information is not presented. The effect of these departures on the financial statements has not been determined.

Little & Associates, LLC

Monroe, Louisiana
December 20, 2010

BASIC FINANCIAL STATEMENTS

**THIRTY-EIGHTH JUDICIAL DISTRICT
PUBLIC DEFENDER OFFICE
CAMERON, LOUISIANA
GOVERNMENTAL FUND TYPE - GENERAL FUND**

**BALANCE SHEET
JUNE 30, 2010**

ASSETS

Cash	\$ 78,112
Investments	210,000
Receivables	<u>5,382</u>
TOTAL ASSETS	<u>\$ 293,494</u>

LIABILITIES AND FUND BALANCE

Liabilities:

Accounts payable - Conflict Attorneys	\$ 4,034
Accounts payable - Operations and Maintenance	<u>721</u>
Total Liabilities	4,755

Fund Balance:

Unreserved - Undesignated	<u>288,739</u>
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TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 293,494</u>
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See accountants' compilation report and notes to the financial statements.

**THIRTY-EIGHTH JUDICIAL DISTRICT
PUBLIC DEFENDER OFFICE
CAMERON , LOUISIANA
GOVERNMENTAL FUND TYPE - GENERAL FUND**

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - ACTUAL VERSUS BUDGET (GAAP)
FOR THE EIGHTEEN MONTHS ENDED JUNE 30, 2010**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
REVENUES			
Court Costs	\$ 99,000	\$ 109,554	\$ 10,554
Bond Forfeitures	7,600	7,486	(114)
Application Fees	4,420	4,620	200
Grants	26,218	26,218	-
Use of Money and Property - Interest Earned	1,970	1,416	(554)
Refund of Bank Charges	81	101	20
Total Revenues	<u>139,289</u>	<u>149,395</u>	<u>10,106</u>
EXPENDITURES			
Current - General Government - Judicial:			
Salary and Benefits	74,450	73,805	645
Workers Compensation	1,300	-	1,300
Retirement	10,300	10,157	143
Payroll Taxes	1,250	-	1,250
Professional Fees - Conflict Attorneys	81,000	76,726	4,274
Professional Fees - Stenographer	40	590	(550)
Contract Labor - Clerical	15,000	14,582	418
Accounting	14,000	13,850	150
Equipment Rental/ Lease	6,335	5,702	633
Office Supplies	1,800	1,712	88
Operations & Maintenance	100	642	(542)
Travel/Lodging/Mileage	435	-	435
Dues & Seminars	635	870	(235)
Law Library/Journals/Subscriptions	13,600	12,698	902
Telephone/Internet	10,600	10,035	565
Miscellaneous	380	-	380
Other Fees	8,500	-	8,500
Total Expenditures	<u>239,725</u>	<u>221,369</u>	<u>18,356</u>

(Continued)

See accountants' compilation report and notes to the financial statements.

**THIRTY-EIGHTH JUDICIAL DISTRICT
PUBLIC DEFENDER OFFICE
CAMERON , LOUISIANA
GOVERNMENTAL FUND TYPE - GENERAL FUND**

**STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - ACTUAL VERSUS BUDGET (GAAP)
FOR THE EIGHTEEN MONTHS ENDED JUNE 30, 2010**

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES	(100,436)	(71,974)	28,462
FUND BALANCE (Deficit) AT BEGINNING OF YEAR	<u>293,602</u>	<u>360,713</u>	<u>67,111</u>
FUND BALANCE (Deficit) AT END OF YEAR	<u>\$ 193,166</u>	<u>\$ 288,739</u>	<u>\$ 95,573</u> (Concluded)

See accountants' compilation report and notes to the financial statements.

**THIRTY-EIGHTH JUDICIAL DISTRICT
PUBLIC DEFENDER OFFICE
Cameron, Louisiana**

**Notes to the Financial Statements
As of and for the Eighteen Months Ended June 30, 2010**

INTRODUCTION

The Thirty-Eighth Judicial District Public Defender Office (the "Public Defender Office") is established in compliance with Louisiana Revised Statutes 15:144-149 to provide and compensate counsel appointed to represent indigents in criminal and quasi-criminal cases on the district court level. The judicial district encompasses the Parish of Cameron, Louisiana. The Thirty-Eighth Judicial District Public Defender is appointed by the Louisiana Public Defender Board.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. BASIS OF PRESENTATION

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. GASB Statement 34, *Basic Financial Statements and Management's Discussion and Analysis—for State and Local Governments* was issued in June 1999. Certain of the significant changes in the Statement include the following:

- A Management Discussion and Analysis (MD&A) section providing an analysis of the Thirty-Eighth Judicial District Public Defender Office's overall financial position and results of operations;
- Financial statements prepared using full accrual accounting for all of the Thirty-Eighth Judicial District Public Defender Office's activities; and
- The presentation of certain required budgetary comparison information.

The accompanying financial statements of the Thirty-Eighth Judicial District Public Defender Office are not presented in conformity with GASB Statement 34. The financial statements do not include a presentation of the financial position and operations of the Public Defender Office on the full accrual basis. Also, a Management Discussion and Analysis does not supplement the financial statements, and certain required budgetary comparison information is not presented.

B. REPORTING ENTITY

As the governing authority of the parish, for reporting purposes, the Cameron Parish Police Jury is the financial reporting entity for Cameron Parish. The financial reporting entity consists of (a) the primary government (police jury), (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

**THIRTY-EIGHTH JUDICIAL DISTRICT
PUBLIC DEFENDER OFFICE
Cameron, Louisiana**

**Notes to the Financial Statements
As of and for the Eighteen Months Ended June 30, 2010**

B. REPORTING ENTITY (CONTINUED)

Governmental Accounting Standards Board (GASB) Statement No. 14 established criteria for determining which component units should be considered part of the Cameron Parish Police Jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and:
 - a. The ability of the police jury to impose its will on that organization and/or;
 - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

The Thirty-Eighth Judicial District Public Defender is appointed by the Louisiana Public Defender Board. However, the police jury is ultimately responsible for the fiscal operations of the Thirty-Eighth Judicial District court system, which includes the Public Defender Office. Further, because of this relationship, the police jury's primary government financial statements would be misleading without inclusion of the office's financial statements. Therefore, the Public Defender Office is considered a component unit of the parish reporting entity.

C. FUND ACCOUNTING

The Public Defender Office uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund equity, revenues, and expenditures. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities (general fixed assets and general long-term obligations) that are not recorded in the "funds" because they do not directly affect net expendable available financial resources. They are concerned only with the measurement of financial position, not with the measurement of results of operations.

**THIRTY-EIGHTH JUDICIAL DISTRICT
PUBLIC DEFENDER OFFICE
Cameron, Louisiana**

**Notes to the Financial Statements
As of and for the Eighteen Months Ended June 30, 2010**

C. FUND ACCOUNTING (CONTINUED)

Funds are classified into three categories; governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types". Governmental funds are used to account for a government's general activities, where the focus of attention is on the providing of services to the public as opposed to proprietary funds where the focus of attention is on recovering the cost of providing service to the public or other agencies through service charges or user fees. Fiduciary funds are used to account for assets held for others. The Public Defender Office's current operations require the use of only a governmental fund (General Fund). The General Fund is the general operating fund of the Public Defender Office and accounts for all of its financial resources.

D. BASIS OF ACCOUNTING

The financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements for these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The modified accrual basis of accounting is used for reporting all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The Public Defender Office uses the following practices in recognizing and reporting revenues and expenditures:

Revenues

Payments from governmental agencies for services are recorded in the year in which they are earned. Substantially all other revenues are recognized when received by the Public Defender Office. Based on the above criteria, payments from governmental agencies for services have been treated as susceptible to accrual.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

E. BUDGET PRACTICE

A preliminary budget for the ensuing year is prepared by the Public Defender Office's contract accountant prior to June 30 of each year and is made available for public inspection at least fifteen days prior to the beginning of each fiscal year. The proposed budget is prepared on the

**THIRTY-EIGHTH JUDICIAL DISTRICT
PUBLIC DEFENDER OFFICE
Cameron, Louisiana**

**Notes to the Financial Statements
As of and for the Eighteen Months Ended June 30, 2010**

E. BUDGET PRACTICE (CONTINUED)

modified accrual basis of accounting. The budget is established and controlled by the Public Defender Office at the object level of expenditure. Encumbrance accounting is not used by the Public Defender Office. Appropriations lapse at year-end and must be reappropriated for the following year to be expended. All changes in the budget must be approved by the Public Defender Office.

Formal budgetary integration is employed as a management control device during the year. Budgeted amounts included in the accompanying financial statements include the original adopted budget amounts and all subsequent amendments.

NOTE 2. DEPOSITS AND INVESTMENTS

Under state law, the Public Defender Office may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the union, or the laws of the United States. The office may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana.

At June 30, 2010, the Office has cash (book balances) totaling \$78,112 as follows:

Demand deposits	<u>\$78,112</u>
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The Public Defender Office also has short-term investments consisting of certificates of deposit totaling \$210,000.

The Public Defender Office's deposits are stated at cost, which approximates market. Under state law, these deposits, or the resulting bank balances, must be secured by federal deposit insurance or the pledge of securities. In addition, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Public Defender Office that the fiscal agent has failed to pay deposited funds upon demand.

Custodial credit risk is the risk that in the event of a bank failure, the Public Defender Office's deposits may not be returned to it. The Public Defender Office does not have a policy for custodial credit risk. As of June 30, 2010, none of the Public Defender Office's deposit balances of \$300,193 was exposed to custodial credit risk.

NOTE 3. ACCOUNTS RECEIVABLE

Accounts receivable represents the Cameron Parish Sheriff, Ex-Officio Tax Collector's distribution of court costs, bond forfeitures, and other fees that were due the Public Defender Office for June 2010. The Cameron Parish Sheriff, Ex-Officio Tax Collector, is the collector for court costs, bond forfeitures, and fees.

**THIRTY-EIGHTH JUDICIAL DISTRICT
PUBLIC DEFENDER OFFICE
Cameron, Louisiana**

**Notes to the Financial Statements
As of and for the Eighteen Months Ended June 30, 2010**

NOTE 4. CAPITAL ASSETS

Capital assets consist of office equipment. A summary of changes in capital assets follows:

Balance, December 31, 2008	\$ 2,727
Additions	-
Deletions	-
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Balance, June 30, 2010	<u>\$ 2,727</u>

NOTE 5. VACATION AND SICK LEAVE

The Public Defender Office has one employee. By contractual arrangement, the employee does not accrue any vacation or sick leave. Accordingly, no vacation and sick leave policy is required.

NOTE 6. EQUIPMENT LEASE

During December 2008, the Public Defender Office entered into a 60-month lease with Banc of America Leasing for a copier. The lease requires monthly payments of \$300.

The remaining payments under noncancelable lease for the next five years are as follows:

<u>Year</u>	<u>Amount</u>
2010	\$ 3,600
2011	\$ 3,600
2012	\$ 3,600
2013	\$ 1,800
2014	\$ -

NOTE 7. LITIGATION

At June 30, 2010, the Public Defender Office is not involved in any litigation nor is it aware of any unasserted claims.

**THIRTY-EIGHTH JUDICIAL DISTRICT
PUBLIC DEFENDER OFFICE
Cameron, Louisiana**

**Notes to the Financial Statements
As of and for the Eighteen Months Ended June 30, 2010**

NOTE 8. GOVERNMENTAL FUND REVENUES AND EXPENDITURES

For the eighteen months ended June 30, 2010, the major sources of governmental fund revenues and expenditures were as follows:

Revenues:

State Government

Grants	<u>\$ 26,218</u>	
Total		\$ 26,218

Local Government

Statutory fines, forfeitures, fees, court costs, and other	<u>121,761</u>	
Total		121,761

Investment earnings		<u>1,416</u>
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Total Revenues		<u><u>\$ 149,395</u></u>
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Expenditures:

Personnel Services and Benefits

Salaries	\$ 67,243	
Retirement contributions	10,157	
Insurance	6,562	
Total		\$ 83,962

Professional Development

Dues, licenses, and registrations	<u>870</u>	
Total		870

Operating Costs

Library and research	12,698	
Contract services - attorney/legal	76,726	
Contract services - other	29,022	
Lease - autos and other	5,702	
Supplies	1,712	
Utilities and telephone	10,035	
Other	<u>642</u>	
Total		<u>136,537</u>

Total Expenditures		<u><u>\$ 221,369</u></u>
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